



Department of Commerce

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APPLICATION GUIDELINES

Energy Efficiency through Transportation Planning Grant

Growth Management Services

Issue Date: Thursday, September 24, 2009

Informational Webinar: Wednesday, October 7, 2009, 1:00 p.m.

Application Due: Monday, October 26, 2009, 5:00 p.m.

*This is an application for funds from the
American Recovery and Reinvestment Act.*

RECOVERY.GOV



The Energy Efficiency through Transportation Planning (EETP) Grant

Introduction

The Energy Efficiency through Transportation Planning (EETP) grant is a new sub-grant program created by the Washington State Department of Commerce¹ (Commerce) with funds from the Energy Efficiency and Conservation Block Grant (EECBG) program.

The Energy Efficiency and Conservation Block Grant program (EECBG) was originally authorized in the Energy Independence and Security Act of 2007. It was funded for the first time through the U.S. Department of Energy (DOE) by the American Recovery and Reinvestment Act (Recovery Act) of 2009.

The purpose of federal *Energy Efficiency and Conservation Block Grant* (EECBG) program is to assist eligible entities in creating and implementing strategies to:

- Reduce fossil fuel emissions in a manner that is environmentally sustainable, and, to the maximum extent practicable, maximizes benefits for local and regional communities;
- Reduce the total energy use of eligible entities; and
- Improve energy efficiency and reduce energy consumption in the building sector, the transportation sector, and other appropriate sectors.

EETP Grant Purpose and Goals

The purpose of the statewide EETP grant program is to assist cities and counties in creating and implementing long-term energy efficiency strategies in the transportation sector. The goals of the program are to:

- Reduce fossil fuel emissions, vehicle miles traveled (VMT), and transportation-related energy consumption;
- Improve coordination of transportation and land use policies and programs to maximize the long-term impact of the program;
- Foster innovative approaches to regional and local land use and transportation planning with long-term energy, environmental, economic, and health benefits.

Eligible Applicants

All cities and counties in Washington State are eligible for EETP grant funds. Private for-profit and nonprofit entities, regional planning organizations, other special purpose local governments, state agencies, utilities, and tribes are not eligible to apply for EECBG funds administered by the state, including the EETP grant. However, eligible cities and counties may subcontract or partner with these entities on a proposed project.

¹ The Department of Community, Trade and Economic Development's name changed to "Department of Commerce" effective July 26, 2009.

Statewide Webinar

A web based session to review these guidelines and answer questions will be held on Wednesday, October 7, 2009, from 1:00 – 3:00 p.m. Please register for the webinar at www.commerce.wa.gov/recovery. Please note that you will have to download an application to participate in the webinar - you may need to contact your IT staff to do this prior to the webinar. If you are unable to download the webinar application, you may still participate in the webinar by phone.

Available Funding

The total amount of funding that will be available for (EETP) grants is \$770,000. Grants will be awarded through a competitive process. The maximum grant size is \$75,000 per jurisdiction. There is no minimum. If eligible jurisdictions choose to partner in their application, the maximum award to a partnership of two or more eligible jurisdictions is \$150,000. Each applicant may submit only one application. Applicants are encouraged to partner with other eligible jurisdictions, if appropriate to the activity. A partnership with ineligible entities, such as regional planning organizations, may include a subcontract or pooling of funding, but must include a meaningful, committed plan to work together on the proposed project.

Leveraged Funds

A match is not required for the EETP grant program. However, applications will be awarded points for leveraging EETP grant funds with other committed funds. Funds must be committed at the time of application. Committed funds do not include an intent to apply for other funds or a pending application for other funds. Other funds can come from the applicant, partners, including other cities or counties, or ineligible entities. All funds applied to project-related expenditures from January 1, 2009 through April 30, 2012 can be shown as leveraged funds, including:

- Public general funds or borrowing; NOTE: If you are in the process of adopting a budget and plan to include matching funds for this grant, they will be counted as match.
- Other federal and state funds; and
- Other ARRA funds, including State Energy Program funds but not other Energy Efficiency and Conservation Block Grant funds.

Funding Period

Proposed activities in budgets and work plans to be funded with EETP funds should start no sooner than February 1, 2010, and should end by April 30, 2012. Recovery Act guidance requires that all funds be under contract with Commerce within eighteen months from the effective date of the award to the state. In the event funds are not under contract within eighteen months, DOE reserves the right to de-obligate the funds and cancel the award.

Eligible Activities

A list of eligible activities for use of EETP program funds is below:

1. Local or local/regional integrated planning activities such as revisions to regional transportation plans, city or county land use or transportation elements, and/or other supporting comprehensive plan elements that reduce vehicle miles traveled and transportation-related greenhouse gas emissions.

2. Development of comprehensive plan components addressing compact town or neighborhood centers, station-area plans, transit-oriented development, growth and transportation-efficiency centers, school siting, or co-location of public facilities.
3. Incentive programs to reduce commutes by single occupant vehicles.
4. Transportation demand management programs such as employee flex time, telework, satellite work centers, or other programs to reduce commutes by single occupancy vehicles.
5. Development of, or the review and update of, development regulations which may promote energy efficient development, such as subdivision regulations, public works standards including complete street standards, streetscape and urban design guidelines, zoning, parking reductions, multimodal transportation concurrency mechanisms, or other related regulations.
6. Improvements in operation and system efficiency of the transportation system such as synchronization of traffic signals, or intelligent transportation system strategies.

Environmental, Historic Preservation and Cultural Review

Because Recovery Act funds are federal, all funding recipients must meet federal environmental review requirements under the National Environmental Policy Act (NEPA) and cultural resource review requirements under Section 106 of the National Historic Preservation Act (Section 106).

DOE has made a preliminary determination that some of the activities (Such as activities 4 through 6) listed in the EETP grant are unlikely to require NEPA review and will likely be classed as categorical exclusions from NEPA. A final determination must be made by the DOE NEPA Compliance Officer, however, the following activities can often be categorically excluded:

- a. Use of flex time by employers;
- b. Satellite work centers;
- c. Development and promotion of zoning guidelines or requirements that promote energy efficient development;
- d. Synchronization of traffic signals; and
- e. Other measures that increase energy efficiency and decrease energy consumption.

Activities 1 through 3 listed in these guidelines may be subject to NEPA review and applicants should build in time to complete this work. Department of Commerce staff will assist awardees to prepare NEPA documentation for submittal to DOE for review. If necessary, Commerce will also coordinate with DAHP regarding cultural resource review under Section 106.

For more information regarding NEPA see DOE's NEPA website: www.gc.energy.gov/NEPA/. A listing of categorical exclusions can be reviewed at http://ceq.hss.doe.gov/nepa/regs/nepa1021_rev.pdf.

For more information regarding Section 106 see the Washington Department of Archaeology and Historic Preservation (DAHP) website: www.dahp.wa.gov/pages/EnvironmentalReview/EnvironmentalReviewOverview.htm

NOTE: The State Environmental Policy Act (SEPA) is a separate process required in the state of Washington and does not necessarily ensure compliance with either NEPA or Section 106. However, in many circumstances, analysis required under one process may be coordinated to meet the requirements of the other processes.

It is the applicant's responsibility to comply with all applicable local, state, and federal requirements. The Department of Commerce has partnered with the Governor's Office of Regulatory Assistance (ORA) to help recipients with permit information. For additional assistance, contact ORA at www.ora.wa.gov or 1-800-917-0043.

Ineligible Activities

Prohibited Activities: The Recovery Act prohibits the use of funds for swimming pools, gambling establishments, aquariums, zoos, and golf courses. No funds can be used for any activity whatsoever at a prohibited establishment. Any activities at facilities that are adjacent to any of the prohibited establishments and benefit any of the prohibited establishments are also prohibited.

Land Acquisitions: Acquisitions of land are not an eligible activity.

Supplanting of Funds: Grantees must use federal Recovery Act funds to supplement existing state and local funds for program activities, and must not replace (supplant) state or local funds that they have appropriated or allocated for the same purpose.

Other Prohibited Activities: Any other activities prohibited by federal law are ineligible.

Limitations on Eligible Activities/Costs

Reimbursement of Costs: All payments will be made based on reimbursable costs consistent with the Federal Office of Management and Budget circular [A-87, Cost principles for state agencies and local governments](#).

Management and Administrative Costs: Direct management and administrative costs are limited to those costs associated with the day-to-day administration of an eligible activity.

Costs Incurred Prior to Award/Effective Date of Contract: Costs incurred by a city or county prior to the date of award will not be reimbursed. The date of award is the effective date of the contract.

How to Apply

All applications must be received by Commerce by Monday, October 26th, 2009, at 5:00 p.m. PST. Applications can be delivered either:

- Electronically, with "EETP Application" in the subject line to: gmsgrants@commerce.wa.gov;
- Hand-delivered to Growth Management Services, at 906 Columbia St. SW, 3rd Floor, Olympia, Washington; or
- Mailed to Growth Management Services at PO Box 42525, Olympia, Washington 98504-2525.

Please note: Faxed applications will not be accepted, however, if an applicant is submitting an application electronically and does not have the ability to scan the letter of commitment with a signature, ONLY letters of commitment may be sent by fax to (360) 664-3123, and must be clearly labeled.

Application Evaluation Process

All applications will be reviewed for eligibility. The initial eligibility review includes checking whether the:

- Application is complete. A complete application includes the six items listed on the application form, including any attachments and a letter of commitment signed by the responsible local official.
- Applicant is eligible.
- Activity or activities are eligible (proposed projects or programs).
- Activities can be completed and funds expended by April 30, 2012.

If Commerce determines that an application or proposed activities are ineligible, the application or activity will be removed from further consideration and the applicant will be notified. An application that includes several activities, some of which are determined ineligible, will be considered after the ineligible activities are removed. The application will be evaluated based on the remaining eligible activities.

Application Review

After the eligibility screening is complete, eligible applications will be forwarded to an evaluation team. The evaluation team will score and rank the applications using the scoring system described below. Applications will be scored based upon the entire application and not on individual activities.

Available funding will be allocated based on scoring and geographical balance. All applicants will be notified as to whether they will receive a grant or not. There is no guarantee that an applicant will receive funding.

Scoring

The application will be scored as a whole based on the desired outcomes of the EECBG funding program. Sixty percent of the scoring will be based on the evaluation questions, the other forty percent of the scoring will be based on the work plan and the budget, including the leveraged funds. The desired outcomes of the EECBG program are to:

- Target programs and projects that will provide substantial, sustainable and measurable energy savings, job creation and economic stimulus;
- Give priority to programs and projects that are cost-effective and leverage federal funds with other public and private resources;
- Improve coordination of energy-related policies and programs to maximize the impact of the program on long-term local priorities; and
- To the extent possible, develop programs and strategies that maximize fossil fuel use reductions, and will yield continuous benefits over time, including economic benefits and

improved environmental and health indicators associated with the reduction of fossil fuel emissions.

The EECBG program requires quarterly reporting on progress for the purposes of accountability and transparency. Commerce is required to report data to DOE such as the number of jobs created, the amount of energy saved, greenhouse gas emissions reduced, and funds leveraged for all sub-grantees. For these reasons, the application includes questions that seek these kinds of data and requires a commitment to understanding the contract requirements by all applicants.

Instructions for the Application Form

The following items constitute a complete application:

1. Activity Description
2. Applicant Information
3. Evaluation Questions
4. Work Plan
5. Budget
6. Letter of Commitment

Each of these is discussed in detail below. Provide 1-3 paragraph answers for each question. If needed, additional pages may be attached to the application, however the application form and the attachments can be no longer than 15 pages.

1. Activity Description

Please provide a title for the project, a paragraph about the project stating the goals, and a brief description of the work plan. This section should also list all partners involved in the project.

2. Applicant Information

Provide information about the applicant organization and contact person. If this is a collaborative project, provide contact information for the LEAD agency only. Contact names for partner agencies are not required at this time.

3. Evaluation Criteria and Questions

- 3.1 Short Term Benefits: Please provide a general projection of the vehicle miles traveled or greenhouse gas emission reductions which will be achieved during the project period of Feb 1, 2010 through April 30, 2012. Please provide a brief description of how you arrived at an estimate. Commerce will evaluate the estimate for reasonableness and may adjust the application estimate for scoring purposes. For some of the eligible activities, such as land use or transportation planning projects, an estimate may be very difficult to generate. However, DOE will be requiring quarterly reporting on this activity. Commerce expects to work with successful applicants on a common methodology for reporting this information. (5 points)
- 3.2 Long Term Benefits: Describe how this project will provide energy savings in the transportation sector over the long term. Please include an estimate of the impact of your project over a 10-year period on vehicle miles traveled or greenhouse gas emissions.

Again, Commerce will evaluate the estimate for reasonableness and may adjust the application estimate for scoring purposes. (10 points)

3.3 Improved Coordination: Describe how your project improves coordination of energy-related policies and programs to maximize long-term impacts. Also, please provide a brief list of environmental, economic, health, or other benefits associated with your project over the long term. (10 points)

3.4 Job Creation or Retention: How many jobs will be directly created or retained by the activity? This will be based on the total amount of funds for the activity, including funds from other sources. Please use the Estimated Expected Benefits Calculator provided by the U.S. Department of Energy on the EECBG Solution Center web site at www.eecbg.energy.gov/solutioncenter/applicationresources/default.html.² (10 points)

3.5 Local Priority: Please include (if small) or attach (if a longer list) specific goals, policies, or actions from your comprehensive plan that would be implemented by the project, or include other policies or plans that demonstrate local commitment to the project. If your project is a part of a regional strategy, include regional goals, policies, or strategies that your project implements. (20 points)

3.6 Readiness to Proceed: Please describe your capacity to manage this grant including the people who would be directly involved in the grant administration and management, your ability to take required trainings and provide quarterly reports to Commerce. This may include a summary of the milestones/critical steps and deadlines outlined in the activity plan. (5 points)

4. Work Plan

Provide a complete work plan which starts using EETP funds after February 1, 2010, and expends all EETP funds by April 30, 2012. Be sure to include all components that will be funded by the EETP grant program and all other leveraged funds. Work plans may be modified after grants are awarded, but will be evaluated and scored based on the work plan as presented in the grant. (20 points)

5. Budget

Provide a detailed budget for all project components that will be funded by EETP and other leveraged funds. Be sure to clearly indicate funds that will be coming from the EETP grant. EETP funds can only pay for work that takes place after a contract has been signed. Include any funds from the applicant and other partners. Other funds include all project related expenditures from January 1, 2009 through April 30, 2012. However, applicants must be careful that Recovery funds will “supplement” existing funding, not “supplant”, or replace, existing funding. Please explain how the funds have been committed. For example, receipt of other funding, adopted budget, a budget pending approval, etc. Committed funding does not include grants that you plan to apply for or pending grant applications. A portion of the points will be awarded based on the amount of funds leveraged by the EETP grant funds. (20 points)

² Please note that applicants do not have to fill out an activity worksheet per the instructions for the calculator. The calculator was developed for use by direct recipients in their applications to U.S. DOE.

6. Letter of Commitment

Applicants must include with their application a signed letter of commitment from the mayor, city manager, county executive, chair of the county commission, or county administrator indicating support for the work to be done as funded by the grant. If this is a joint application, a letter will be needed from each jurisdiction involved in the grant or a single letter signed by all jurisdictions. The letter of commitment should include a statement indicating that the applicant jurisdiction or jurisdictions understand EECBG funding requirements including training and the quarterly reporting.

Contracting with the Department of Commerce

Upon selection of awardees, Growth Management staff will work with each awardee to prepare an EETP funding contract. To begin development of the contract, Growth Management staff will send each funding recipient a draft scope of work based on the original application. Staff at the state and local government will work together to agree on a final scope of work within 14 calendar days. Commerce staff will turn the final scope of work into a contract which will be sent to the recipient. The funding recipient must sign the contract and return it within 14 calendar days of the postmark.

A blank version of the Department of Commerce Interagency Agreement is available at www.commerce.wa.gov/Portals/_CTED/Documents/ARRA%20COMMERCE_Interagency_Federal.doc

EECBG Contract Requirements

All of the following provisions are requirements of the Recovery Act. Some of the provisions may not apply to your particular project. However, these provisions will all be included in the contract with Commerce. Prior to contracting, successful applicants must demonstrate that they have the necessary data, accounting, and management systems in place to meet these requirements under the Recovery Act.

Staff Training: Local government staff that will be managing the contract will be required to attend training regarding contract requirements, including but not limited to the requirements specific to the Recovery Act. Training will be provided by Commerce through statewide workshops, webinars, video-conferencing, or one-on-one trainings.

Buy American – Use of American Iron, Steel, and Manufactured Goods: It is unlikely that EETP projects will be purchasing goods in this category. However, the Buy American requirement will be included in the EETP contract for Recovery Act funds. The requirement is that all of the iron, steel, and manufactured goods used for the construction, alteration, maintenance, or repair of a public building or public work funded by the Recovery Act be produced in the United States.

Davis-Bacon Act Wage Rate Requirements: This Act will likely not apply to planning or implementation projects funded by the EETP grant. However, this language will be part of the contract. The requirement is that all laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to the Recovery Act, shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary

of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code (Davis-Bacon Act).

However, the work performed under contract may also be subject to the State's prevailing wage laws, Chapter 39.12 RCW. Applicants are advised to consult with the Washington State Department of Labor and Industries to determine the prevailing wages that must be paid. For more information, go to Washington Department of Labor and Industries at <http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/LookUp/default.asp>.

Listing Recovery Act Jobs with the Employment Security Department: All job openings created by the funding recipients for this program must be listed with the WorkSource system (an affiliate of the Employment Security Department) before hiring; all hiring decisions also must be reported to WorkSource. In addition, all sub-contractors hired by funding recipients also must be required to list jobs and report hiring results to WorkSource. Existing or sub-contractor employees who are retained using funds from this project also must be reported to WorkSource. WorkSource will pre-screen and refer qualified job candidates for the funding recipient's or sub-contractor's consideration. The funding recipients and sub-contractors also have the discretion to use other, additional recruitment systems, and retain the right to make all hiring decisions.

Reporting: The Recovery Act requires accountability and transparency. Commerce is required to submit quarterly reports to DOE regarding grant-funded activities. Not later than 5 days after the end of each calendar quarter, each recipient that received Recovery funds from Commerce shall submit a report to Commerce that contains, but is not limited to a detailed list of all projects or activities for which recovery funds were expended or obligated, including:

- (a) The name of the project or activity;
- (b) A description of the project or activity;
- (c) An evaluation of the completion status of the project or activity;
- (d) An estimate of the number of jobs created and the number of jobs retained by engaging in the activity;
- (e) The amount of energy saved;
- (f) The amount of renewable energy generated;
- (g) The amount of greenhouse gas emissions reduced;
- (h) The amount of funds leveraged; and
- (i) Key metrics that will vary by project type per DOE guidance. For transportation projects, the metrics may include:
 - Number of new carpools and vanpools formed; or
 - Number of street lane-miles for which synchronized traffic signals were installed.

Commerce Contact Information

Please refer to these grant guidelines and other resources at www.commerce.wa.gov/recovery or www.commerce.wa.gov/growth for more information on the EETP grant program. For additional assistance, the EETP grant manager at Commerce is:

Anne Fritzel, Senior Planner
Growth Management Services
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E-mail: Anne.Fritzel@commerce.wa.gov